# **Access Online Training**

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#### Log In

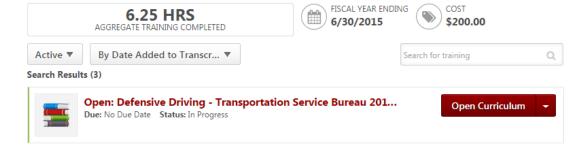
To access online training through Employee Development Center, please log in at https://nebraska.csod.com/.

## **Find Training**

1. From the home page, click the Transcript button - you will be taken to the My Transcript page.

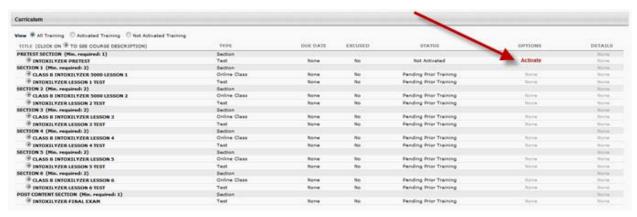


- 2. On the *My Transcript* page, locate the name of the course and click the red "Open Curriculum" button to the right.
  - Note: If it doesn't say "Open Curriculum," you can click the down arrow on the right side of the button to show more choices.



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3. The next page shows all sections of the course. On the right side next to each section there is an "Options" column – depending on the class, some sections will require previous ones to be completed and/or you may have an "Activate" option available.



4. Once you click the Activate link (if necessary), you will have the "Launch" option available – this will read "Launch Test" if the section is a test or pre-test.



#### Complete a Course

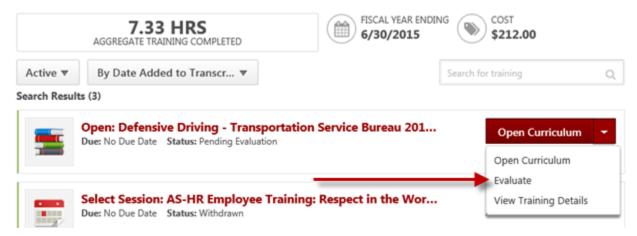
When you complete a course, you may need to complete an evaluation about the course to acknowledge that you completed the course.

1. Go back to your transcript ... click the "Learning" menu at the top of the page and then click "View Transcript."



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2. On the transcript page, click the white triangle to the right of the red button next to the class and choose "Evaluate."



3. After completing the evaluation, go back to your transcript page. Click the triangle to the right of the button again, and then choose the new "Acknowledge" option to confirm that you finished the training.



4. You will be taken to a page where you can acknowledge that you completed all parts of the training. Once acknowledged, the course is finished.

## **LINK Help Desk Contact Information**

If you have questions regarding the performance review process or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234

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